

Recording supplier bills

Accounting and finance

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Enter a supplier's bill, track what you owe and pay it on time.

Beginner · About 15 minutes · Version 1.0 · Updated 17 November 2026

Overview

A **Purchase Invoice** records a bill from a supplier. When you submit it, the amount is added to your **Accounts Payable**, and the cost is posted to stock or an expense account.

A list of purchase invoices with Overdue and Paid status labels.

Prerequisites

A **Supplier** record, and **Items** or expense accounts. See Suppliers.

Steps

1. Search for **New Purchase Invoice**.
2. Choose the **Supplier**.
3. Enter the supplier's **Supplier Invoice No** and **Supplier Invoice Date** from their invoice, so you can match them later.
4. Set the **Due Date**.
5. In the **Items** table, add each item with its quantity and rate. For a service or expense with no item, you can add a row and choose an **Expense Account**.
6. If the invoice should update your stock, tick **Update Stock** and choose the warehouse. Skip it if a Purchase Receipt already recorded the goods.
7. Add taxes if applicable.
8. Click **Save**, then **Submit**.
9. To pay, click **Create**, then **Payment**. See Recording customer and supplier payments.

Practical example

Lakeview Cement Depot bills KES 375,840 for cement, due in 30 days. The accountant enters their bill number, submits the invoice, and sets a reminder using the **Overdue** filter. In 30 days, the invoice status changes to **Overdue** if unpaid, which shows in the list.

Important notes

- Entering the supplier's **Supplier Invoice No** helps catch duplicates. The system warns you if the same number already exists for that supplier.
- Use the **Accounts Payable** report to see everything you owe and how late each bill is.

Common mistakes

- Entering the same bill twice.
- Ticking **Update Stock** after you already received the goods on a Purchase Receipt.

Next steps

Read Bank reconciliation.

Related documentation

- Recording customer and supplier payments
- The procurement cycle
- Credit notes and debit notes